



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO P5530.3

PMO

19 MAR 2002

STATION ORDER P5530.3

From: Commanding General
To: Distribution List

Subj: PHYSICAL SECURITY PLAN

Ref: (a) OPNAVINST 5530.13B
(b) MCO P5530.14
(c) MCO 5500.13A
(d) MCO 5500.14A
(e) MCO 5740.2F
(f) MCO 3302.1C
(g) MCO 5500.18
(h) StaO P5510.2B
(i) StaO 3301.1
(j) FMFM 7-14 (NOTAL)

Encl: (1) LOCATOR SHEET
(2) Sample Flight line Vehicle Windshield Placard
(3) Sample Flight line Access Cards
(4) Sample Flight line Access Application Form
(5) Sample Lost/Stolen Flight line Access Badge Form
"Civilians"
(6) Lost, Missing, Stolen or Confiscated Identification
Cards Form

1. Purpose. To establish policy, procedures, and responsibilities, for a Physical Security Plan, per the references.

2. Cancellation. StaO 5500.2, StaO 5530.1, StaO 5530.2, StaO 5530.5.

3. Background. This Order standardizes requirements for physical security aboard Marine Corps Air Station (MCAS) Miramar and its tenant units.

4. Information

a. MCAS Miramar covers approximately 22,671 acres, extending from interstate 805 at its western border east to Sycamore Canyon in Santee. The northern border extends from Miramar/Pomerado road south to Highway 52 and the Mission Trails Regional Park area.

b. There are more than 450 structures aboard the station of which approximately 95 (not including tactical aircraft on the flightline) are defined as being sensitive due to mission or purpose. This Air Station provides billeting for approximately 4000 military personnel and government housing for more than 600 families. Based on the large land area and the sensitivity of assets and personnel aboard the Station, a need for a Physical Security Plan to protect the overall security aboard MCAS, Miramar is essential

5. Action. Commanders will ensure strict compliance with the contents of this Manuel in regards to security procedures aboard this installation.

6. Concurrence. The Commanding General, 3d Marine Aircraft Wing, and the Commanding Officer, Marine Aircraft Group 46 concurs with the provisions of this Order.

A handwritten signature in dark ink, appearing to read 'G. L. Goodman', is written over a horizontal line.

G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

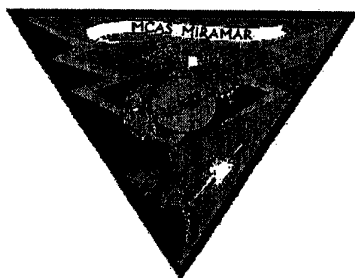
Subj: PHYSICAL SECURITY PLAN

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

SAMPLE FLIGHT LINE VEHICLE WINDSHIELD PLACARD

MARINE CORPS AIR STATION MIRAMAR

PASS #



EXPIRATION DATE

AIRFIELD ACCESS PASS

Operations Duty Officer: (858) 577-4277/4279

Airfield Operations Dept: (858) 577-1760/1282

PASS MUST BE DISPLAYED IN WINDSHIELD
AT ALL TIMES WHILE ON THE AIRFIELD

SAMPLE FLIGHT LINE ACCESS CARD



SAMPLE FLIGHTLINE ACCESS APPLICATION FORM

UNIT HEADING

5530

Section Code

Date

From: _____
(Commanding Officer, Approved PWC, ROICC, etc.)
To: Provost Marshals Office, Physical Security Section
Via: Airfield Operations
Subj: FLIGHTLINE ACCESS

1. The following personnel require enrollment into the Automated Entry Control System (AECS).

Rank: _____ Name: _____

Unit/Company: _____ Work# _____

Station sponsor (Civilian or TAD Military) _____

Station sponsor Work# _____ Unit: _____

Duration of required access: _____

Reason access required: _____

2. Point of Contact is _____ at _____.

AUTHORIZED SIGNATURE

DATE

From: Airfield Operations, Marine Corps Air Station Miramar
To: Provost Marshals Office, Physical Security Section

Approved / Disapproved (Circle)

Remarks: _____

AUTHORIZED SIGNATURE

*THIS FORMAT OR ALPHA ROSTER

ENCLOSURE (4)

SAMPLE LOST/STOLEN RESTRICTED AREA ACCESS BADGE FORM
Civilians

5530
Section Code
Date

From: _____
To: Unit Security Officer

Subj: LOST/STOLEN RESTRICTED AREA ACCESS BADGE STATEMENT

Ref: (a) StaO P5530.3

1. My flightline access badge was lost/stolen on _____.

Signature

FIRST ENDORSEMENT

From: Unit Security Officer
To: Provost Marshal (Physical Security Section)

Subj: LOST/STOLEN FLIGHTLINE ACCESS BADGE

Ref: (a) StaO P5530.3

1. As required per the reference, an investigation was conducted into the report of the Flightline Badge _____, lost/stolen on _____ by _____. The investigation is concluded and it has found that _____

2. It is requested that a second badge be issued.

3. POC is unit security officer at ext. _____.

Signature



UNITED STATES MARINE CORPS
HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
P O BOX 452001
SAN DIEGO CA 92145-2001

StaO P5530.3

IN REPLY REFER TO:

5512
ID

From: I. D. Center, Building #2258, Marine Corps Air Station Miramar, CA
To: SEE DISTRIBUTION

Subj: **LOST, MISSING, STOLEN, OR CONFISCATED IDENTIFICATION CARDS**

Ref: (a) MCO P5512.11B
(b) SECNAVINST 5212.5C, Ch 5

1. I, _____, certify that the Identification Card previously
(First) (M.I.) (Last)

issued to me was (circle one-Lost/Stolen/Confiscated) under the following circumstances:

Include time, date, and approximate location where ID Card was: _____

2. The ID Card previously issued to me has not been located after a diligent and extensive search. I certify if my previously issued ID Card is recovered, it will be surrendered to the proper military authorities.

Type of Card (circle one): Active Duty/Reserve/Retired/Dependent DOB: _____
Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____
I. D. Card Expiration Date: _____ Sponsor's Branch of Service: _____
Sponsor's SSN: _____ Sponsor's Rank: _____
Sponsor's Unit: _____
Relationship: _____ Dependent's SSN: _____

(Cardholder's Signature)

(Date)

3. Point of contact is Staff Sergeant Taylor at 577-1142.

Copy to:
MCAS PMO
MCAS Exchange
MCAS Commissary

ENCLOSURE (6)

PHYSICAL SECURITY PLAN

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PHYSICAL SECURITY PLAN

CHAPTER 1

CONTROL MEASURES

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PHYSICAL SECURITY PLAN

CHAPTER 1

CONTROL MEASURES

1000. GENERAL. Areas, buildings and other structures on MCAS Miramar, which are designated as restricted, are listed separately in the station Mission Essential/Vulnerable Area (MEVA) list. Threat conditions and information pertaining to them can be found in reference (h). The following measures are established to control and identify all mission essential areas within MCAS Miramar.

1001. LEVEL THREE AREAS

1. A level three restricted area is the most secure type of restricted area. Uncontrolled or unescorted movement constitutes access to the security interest. It may be within less secure types of restricted areas. Entrance procedures for all level three restricted areas include as a minimum:

a. Admittance will be granted only to persons whose duties require access and who have been granted appropriate security authorization. All other personnel, contractor personnel, and maintenance and support personnel shall be escorted at all times.

b. When secured, a check will be made at least twice every twelve hour shift. If an operational Intrusion Detection System is installed, a check will be made once for signs of unauthorized entry or other activity, which threatens to degrade the security of the level three area.

1002. LEVEL TWO AREAS

1. A level two restricted area is the second most secure type of restricted area. It may be inside a level one area but is never inside a level three area. Uncontrolled or unescorted movement would permit access to the security interest. The following minimum-security measures are required for all level two restricted areas:

a. A clearly defined and protected perimeter as outlined in references (a) and (b).

b. A personnel identification and control system for entry into the area shall be established. The system shall provide a readily available means of identification, e.g., military or civilian government pass/ID with photo. The identification media shall be verified against the information contained in the

access list for the area prior to allowing entry into the area. In addition, the identification media shall be worn on the outer garment worn by the individual at all times while in the area, except for those individuals working on dangerous equipment where the identification media could cause a safety problem. In those cases the identification media shall be available on their person, e.g., in their pocket, or under the outer garment.

c. During normal duty hours, use of an access list and entry/departure log is suggested but not required. Should have some type of access list if a Level 2 or 3 Security does exist. After normal duty hours, all personnel accessing the area must be logged in/out.

d. Admittance will be granted only to persons whose duties require access and who have been granted appropriate security authorization. Persons who have not been cleared for access to the security interest contained within a level two area may, with appropriate approval, be admitted to such area, but they must be controlled by escort, and the security interest protected from compromise or other degradation.

e. When secured, a check will be made at least twice every twelve hour shift for signs of unauthorized entry or other activity, which threatens to degrade security of the level two area.

1003. LEVEL ONE AREAS

1. MCAS Miramar is considered a level one restricted area. A level one restricted area is the least secure type of restricted area and serves as a buffer zone for level three and level two restricted areas providing administrative control. The following minimum-security measures are required for all level one restricted areas:

a. A personnel identification and control system.

b. Ingress and egress controlled by guards or other appropriately trained personnel.

c. Procedures to control entry into the area by individuals (military, civil service, contractors, official visitors) who require access for reasons of employment/official business, individuals who render a service (vendors, delivery people), family members, retired military and unofficial visitors.

PHYSICAL SECURITY PLAN

CHAPTER 2

AUTHORITY FOR ACCESS

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PHYSICAL SECURITY PLAN

CHAPTER 2

AUTHORITY FOR ACCESS

2000. GENERAL. The Provost Marshal and the personnel under their operational control operate under the authority of the Commanding General (CG), MCAS, Miramar in all matters pertaining to Security and Law Enforcement. Personnel access into areas once aboard the installation is the responsibility of the person or command sponsoring or having cognizance over the area that personnel enter. Appropriate measures must be exercised in restricted areas to prevent pilferage, theft or vandalism, which pertains to the security of critical areas aboard MCAS Miramar. Commanding Officers reserve the right to recall, suspend, or cancel any temporary pass/ID issued under the authority of this instruction. Such action may be taken for administrative reasons when subsequent to issuance of a pass/ID, there is reason to believe the individual is considered a security risk. Violation of MCAS Miramar regulations or federal laws applicable to Marine Corps installations; when found to be engaging in unethical practices or abuse of privileges extended by the pass/ID.

2001. VEHICLE REGISTRATION. Registration of motor vehicles on station is under the cognizance of the Staff Noncommissioned Officer in Charge (SNCOIC) of the Vehicle/Flight line Registration Section, which is located in building 6703T. This section is responsible for the issuance and recall of all vehicle/flightline passes and decals issued to permanent personnel, civilian employees and visitors.

1. Visitors are issued a Temporary Visitors Pass by the Main and North Gate Sentries, Booth or Registration Area. Full identifying data is entered on a visitor log before issuance. A visitor pass is valid for 24 hours.

2. Application forms for temporary passes and decals shall be maintained at the Vehicle/Flight line Registration Center. A temporary vehicle pass may be issued if justification is presented to indicate the use of the vehicle is necessary in order for the applicant to provide necessary services aboard the station.

3. Completed applications must be presented to the Vehicle/Flight line Registration Center.

4. All temporary passes issued shall be valid for only the period of time necessary to complete the business, up to a limit of 6 months. This should be specified by the activity endorsing the application. Upon expiration, passes shall be renewed following the same procedures as for initial use.

5. The sponsoring command or activity is responsible for determining if applicants for temporary passes meet the requirements of the instruction regarding eligibility and that their access to MCAS Miramar is in the best interest of the Marine Corps. Particular attention shall be given to the reputation of the individual and the firm they represent before favorably endorsing an application.

6. Commanding Officers and Officers-In-Charge shall not delegate authority to endorse temporary pass applications further than absolutely necessary for administrative efficiency. Favorable endorsement of an application indicates the sponsoring command or activity accepts a degree of responsibility for the actions of the applicant and/or their firm while on MCAS Miramar.

7. The Provost Marshal will not approve for issue temporary passes to applicants if it appears their applications have been endorsed by unauthorized persons, the nature of their business is questionable, or occasions of visiting are not of sufficient frequency to warrant a pass.

8. Any command or activity, which has endorsed a commercial representative for a temporary pass, may withdraw its endorsement at any time by notifying the Provost Marshal who shall initiate action to recover and cancel the pass.

2002. MOVEMENT/VEHICLE CONTROL WITHIN SECURITY AREAS

1. Military Police will have the full cooperation of other military and civilian personnel. All personnel in security areas will be instructed to consider each unidentified or improperly identified individual as a trespasser and report them to their supervisor, the Provost Marshal or other appropriate authority. Testing of these procedures shall be accomplished during physical security drills/inspections/surveys and exercises of the security force. The following applies to the pass/ID system of identification at MCAS Miramar:

a. To detect and prevent unauthorized removal of government property and material vehicle. Inspections shall be conducted monthly on a random basis in accordance with MCAS Miramar Standard Operating Procedures.

b. Privately owned vehicles will not be parked in level 2 or 3 restricted areas. Only vehicles that have authorization from the Air Operations Officer will be allowed access.

2003. STATION PERIMETER GATES ACCESS CRITERIA

1. Retired/Active/Reserve/Civilian Employee personnel. These individuals are required to present a valid Geneva Conventions Identification Card or U.S. Government Identification Card only when requested, or during scheduled ID checks at assigned gates. Civilian employees will be granted access aboard the Station during regular working hours with a valid Identification Card. They will normally not be granted entrance to the Station for any purpose other than their official duties. Since many civilian employees work odd shift hours, sentries shall admit them at any hour without question unless they have good reason to doubt the person is not entering to perform official duties.

2. Visitors. A "visitor" is an individual who normally is not permitted aboard a Marine Corps installation on the basis of their status and corresponding identification. The term "visitor" does not apply to members of the armed forces, family member of the armed forces, civilian government employees, or any other person who has been issued a permanent identification card or pass for regular admittance to MCAS Miramar.

a. It is not the responsibility of the Military Police to notify station personnel of unexpected visitors. Visitor control procedures have been established to protect against pilferage, espionage, and sabotage. Screening, identification, and control is accomplished by the station Military Police at all Station perimeter gates. All persons are forbidden to enter established restricted areas, inactive, and/or secured buildings or gates unless their official duties require such entry and they are authorized to do so. All restricted areas shall include procedures for conducting administrative inspections of persons and vehicles entering and leaving such areas. The purpose is to detect/prevent the introduction of prohibited items (firearms, explosives, drugs, etc.) and to detect/prevent the unauthorized removal of government property, material, or information. Administrative inspections shall be conducted on a random basis.

b. Open visitation by the public on MCAS Miramar normally shall be permitted only on special occasions of national significance or when specified such as special events.

c. All demonstrations, protests/protestors, or other activities whether conducted singular or in groups, which interfere with the accomplishment of the mission of MCAS Miramar, or tenant commands, or which present a clear danger to loyalty, discipline or morale of service personnel are prohibited on board MCAS Miramar. Persons who violate this prohibition may be prosecuted and/or issued letters of debarment by the CG, as appropriate.

d. Response to disturbances shall be measured and restrained. Use of force shall be strictly limited to that necessary under the circumstances. In this regard, the first response shall be to request violators to leave the station and to escort them to the closest/nearest exit points. Violators who refuse to leave will be isolated from other visitors and may be physically removed using appropriate force. If a disturbance exceeds the capability of the Provost Marshal's Office personnel to control, the Security Augmentation Force shall be activated and assistance requested from the San Diego Police Department, and/or the U.S. Marshal Service, depending on jurisdiction.

e. If consistent with the maintenance of order, names and addresses of violators should be obtained and provided to the MCAS Miramar Staff Judge Advocate for possible prosecution/issuance of a Letters of Debarment.

3. News Media Representatives. Representatives of newsgathering agencies will be granted access to MCAS Miramar for the purpose of covering newsworthy events when compatible with security requirements and only if approved is granted by Public Affairs Office. Such representatives shall be escorted by PAO. At no time will members of the press be allowed unescorted access.

4. Vendors/Contractors/Technical Representatives. These personnel are authorized access to the station for the purpose of accomplishing contract work or essential services when it is established that the request for access is valid. The Facilities Management Department, MCAS Miramar or cognizant station sponsoring activities will provide requests for station access to the Vehicle/Flightline Registration Center, located in building 6703T.

The Request will fully identify the individual; state the length of the visit, and the unit to be visited. Personnel providing long term services will be issued a vehicle pass for the duration of their contract depending on circumstances.

5. Foreign Nationals. An approved escort will accompany foreign nationals visiting MCAS Miramar. These representatives are not eligible for a permanent access pass/ID to the installation and will only be admitted on an individual visit basis with the escort being present.

a. Commanding Officers or Officers-in-Charge within MCAS Miramar who authorizes an unclassified visit by a foreign national to their command or activity shall provide the required escort. Foreign nationals shall remain under escort from the time they enter MCAS Miramar until they depart.

b. The requirements cited above do not apply to aliens who have become lawful permanent residents of the United States and are in possession of a valid Alien Registration Receipt Card (Form AF-3A or Form I-151) issued by the Immigration and Naturalization Service of the United States Department of Justice. These persons shall be handled in the same manner as a U.S. citizen.

6. Federal Investigative/Enforcement Agents. All agents of federal investigative or enforcement agencies shall be admitted upon presentation of their credentials.

a. Federal agents, other than Naval Criminal Investigative Service (NCIS) representatives on duty in the San Diego area shall be directed to the Provost Marshal or a designated representative. The Provost Marshal or a authorized representative shall, upon verification of an agent's credentials, grant access to the agent. In the event further assistance is desired, or on official business, access shall be rendered if possible and practicable.

b. Representatives of the Naval Criminal Investigative Service (NCIS) on duty travel in unmarked official Navy vehicles and carry credentials that identify them. These credentials shall be accorded full recognition by the gate sentry, and the agents and occupants of their vehicles shall be admitted forthwith. Neither the agent nor the vehicle shall be detained or searched upon entry or exit from the station.

7. Liaison and Coordination (Local Civil Authorities). In order to prevent MCAS Miramar from becoming a haven for persons fleeing the authority of the civilian police, it is necessary to grant authority for units of local law enforcement agencies to access the installation without delay when they are in pursuit of a fleeing violator.

a. The Provost Marshal shall instruct sentries that civilian police vehicles are authorized to enter any open gate of MCAS Miramar without delay when it is obvious they are in hot pursuit of vehicles, which have entered the gates. The sentry shall immediately notify the Provost Marshal's Office Desk Sergeant whenever a police vehicle is allowed to enter under these circumstances.

b. Members of the patrol section shall proceed to the scene of activity upon receiving information that a police vehicle has entered a gate in order to assist as necessary. They will proceed automatically, upon request by the Watch Commander.

2004. PERSONNEL QUARTER'S AREA ACCESS CRITERIA

1. Personnel authorized to enter personnel quarters' areas are as follows:

a. Residents of personnel quarters, their bona fide guests, and visitors.

b. Employees of residents while actively employed and proceeding to or from employment in quarters.

c. Persons assigned to duties requiring their presence in quarter's areas while actively engaged in performing work or proceeding to or from employment in quarters.

d. Tradesmen specifically authorized to furnish services to quarters while so engaged.

2005. RECREATION/MESS FACILITIES ACCESS CRITERIA

1. Persons authorized to enter recreation areas are as follows:

a. Persons entitled to use facilities of respective recreation and messes and their bona fide guests.

b. Employees of recreation facilities and messes while actively employed or proceeding to or from places of employment aboard the station.

c. Persons assigned to duties requiring their presence in mess buildings recreation areas while actively engaged in performing such duties or proceeding to or from areas.

2006. TOURS. Escorted tours or visits through selected portions of the station are authorized in the interest of public relations. All tours or visits will be arranged through the Public Affairs Office (PAO).

2007. MATERIAL CONTROL

1. All material and supplies coming aboard MCAS Miramar by commercial carriers are required to produce a Government Bill of Lading (GBL) or contracting documentation from the sponsoring activity. If doubt exists as to the validity of the documentation the Desk Sergeant is contacted who will in turn verify the information from the documentation with the sponsoring activity.

2. Incoming materials are not routinely checked. Supplies, materials and personnel entering restricted areas are processed and escorted by the sponsoring command security personnel.

3. Outgoing materials by commercial carriers must have proper documentation e.g., Government Bill of Lading, contract documentation. Military property is not allowed to be transported off station in privately owned vehicles. Property receipts must be shown for military property taken off station in military vehicles. Tactical vehicles leaving the station with tactical or T/E equipment are exempted upon presentation of an off base trip ticket.

PHYSICAL SECURITY PLAN

CHAPTER 3

PERSONAL IDENTIFICATION

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PHYSICAL SECURITY PLAN

CHAPTER 3

PERSONAL IDENTIFICATION

3000. GENERAL. MCAS Miramar has the right to refuse any and all personnel that do not have proper identification on their person.

3001. PERSONNEL IDENTIFICATION

1. Military and Dependent Identification Cards. Military personnel and dependents are required to have a standard Geneva Conventions Identification Card in their possession at all times and shall be prepared to identify themselves on demand. Uniforms in themselves are not accepted as identification at MCAS Miramar.

2. Civilian Employee U.S. Government Identification Cards. Civilian employees shall be issued a U.S. Government Identification Card. All civilian workers employed aboard MCAS Miramar shall have in their possession at all times, and produce on demand, a photographic identification card issued by the Joint Reception Center (JRC) after obtaining proper authorization/documentation from employment agencies aboard Miramar.

3. Termination of Civilian/Military Personnel. Upon termination of employment of a civilian/military personnel any vehicle decal and U.S. Government Identification Card issued to them shall be surrendered by the last working day. Civilian employees transferring to a position at another tenant command on base may retain their current vehicle decal after pass/ID records have been updated.

PHYSICAL SECURITY PLAN

CHAPTER 4

FLIGHT LINE SECURITY

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PHYSICAL SECURITY PLAN

CHAPTER 4

FLIGHT LINE SECURITY

4000. GENERAL. The Commanding General, MCAS Miramar, is responsible for designating restricted areas aboard the installation. Tenant organizations are responsible to the Commanding General, MCAS Miramar for additions, deletions and changes to restricted area listings. Restricted areas will be posted in accordance with reference (b).

1. The Flight line Restricted Area will be identified by signs and barriers established along the perimeter. The barriers will be placed in a manner as to channelize access to the flight line restricted area through designated squadron entry points. The designated entry points will be kept to a minimum.

2. The entire flight line is designated as a level two restricted area.

3. The following rules are established for the flight line restricted area:

a. Personnel entering the restricted area must have in their possession an authorized badge and/or escort.

b. Personnel will enter the restricted area only via designated squadron entry points.

c. Squadrons will control access into that portion of the restricted area that pertains to them.

d. Cameras and photography of an unofficial nature are prohibited in the restricted area.

4. Squadron personnel will enforce the restricted area rules by exercising the following procedures:

a. Challenge all unknown personnel entering their area.

b. Challenge anyone entering the restricted area by a means other than the designated squadron entry point.

4001. AIRFIELD OPERATIONS1. Normal Working Hours. Airfield operating hours are:

Monday through Thursday: 0730-2400

Friday: 0730-1800

Saturday and Sunday: 0800-1800

2. Airfield Operation Hours. Exceptions to Airfield operating hours are often made. Early openings and extended hours past normal close time is routine in support of tenant squadrons. The Operations Duty Officer (ODO) will notify the Desk Sergeant when the airfield opens and closes as part of their duty routine. If in doubt, the Desk Sergeant should ascertain working hours from the Operations Duty Officer at 577-4277/4279. When Airfield operations are open, the airfield has the capability to accommodate flight operations (aircraft landing and taking off).

3. Normal Threat Conditions. Any time there is not an identified level of terrorist activity threatening the operation of the Air Station.

4. Operations During Normal Working Hours. Under normal threat conditions, 24 hours a day, vehicle and pedestrian access to the flight line will be controlled and monitored by the Automated Entry Control System (AECS)/Buried Line Sensor System (BLS), Forward Looking Infrared System (FLIR) and the Military Police. Military Police roving patrols are complimented by this system. Squadron personnel will be responsible for surveillance of their aircraft parking areas. When a Squadron ceases operation, the aircraft parking area becomes a secure area and PMO security personnel assume responsibility.

a. When all operational activity in a Squadron's area has ceased, to include night crews when applicable, the squadron duty officer (SDO) will notify the Military Police Dispatcher at extension 7-4059 to confirm that all squadron personnel are secured. SDO will then assume responsibility for the security of the squadron area.

b. Ground Support Equipment (GSE). During working hours, the control of this equipment will be the responsibility of those Squadrons owning the equipment.

4002. VISITOR CONTROL. During normal working hours visitors requiring access will be the responsibility of the unit sponsoring the visitor.

1. After Normal Working Hours

a. The access notification process will consist of Squadron duty personnel alerting the Military police Dispatcher the entry to the secured aircraft parking areas is required. The Military police dispatcher will then hang up and call the squadron duty personnel back to verify the authenticity of the call. The dispatcher will inform the appropriate mp flight line sentry of the identities of these personnel approved for access and verify them at the entry site if they are not in the AECS database.

b. Visitor Control. Visitors will be the responsibility of the Squadron sponsoring the visitor.

2. Emergency Vehicles. All recognized emergency vehicles proceeding to an actual emergency will be granted immediate access to the flight line. The following sections are identified as having emergency vehicles; Military Police, Medical, Fire Department, Explosive Ordnance Disposal, Road Master, Facilities Maintenance, and Flight Operations.

3. Vehicles

a. All Government Owned Vehicles (GOV's) conducting flight line operations have the authority to be on the flight line. Only those vehicles with radio communication to the tower, driven by personnel successfully completing a Airfield Drivers Course, have authority to operate on taxiways and runways. Once operations are secured and the airfield is closed, any such vehicle will be stopped, properly identified, and their purpose on the flight line verified.

b. Government vehicles authorized within the aircraft parking areas will be clearly marked. Commanders will determine the manner in which vehicles are marked and coordinate with the Provost Marshal.

c. Only those Privately Owned Vehicles (POV's) that have been granted access by Airfield Operations and have the appropriate pass as noted in enclosure (3), will be granted access to the flightline. No POV's will be allowed to park on the flightline.

d. The following applies to taxiway and runway access as noted in enclosure (3).

(1) Temporary passes shall be controlled and accounted for by individual serial number.

(2) The pass will annotate access onto the flight line for whatever particular force protection condition that individual is allowed and alert personnel of the presence of unauthorized persons in the area.

(3) All passes shall be approved by the Air Operations Officer.

4. Transient Aircraft

a. Visiting aircraft will be parked on the Visiting Aircraft Line (VAL) located at building 9681 adjacent to Aircraft Rescue and Fire Fighting (ARFF). Security of this aircraft will be the responsibility of the Provost Marshal's Office.

b. Should a visiting aircraft have classified material or be transporting a dignitary or foreign diplomat, appropriate security measures will be conducted with airfield operations until the aircraft's departure. An access list will be provided to the sentry to ensure only authorized personnel have access to the aircraft.

c. Combat Loaded Aircraft will be parked in the Combat Ammunitions Loading Area (CALA). They include any aircraft with ordnance or ammunition. The Host aviation group will be responsible for security, which will commensurate with the level of the ordnance or ammunition.

5. Emergency Use of Taxiways/Runways

a. Should an emergency situation develop, all emergency units responding will report to the base of the tower at building 9211, where further tasking will be disseminated to the appropriate emergency unit. If the situation develops into a mass casualty while units are responding, Airfield Operations will notify the PMO dispatch of the situation and will coordinate the response to a specific location elsewhere.

b. The Airfield Operations Duty Officer will clear all non-security or nonessential traffic from the area and provide input to the security response force in regards to authorized vehicles/personnel in the area. If necessary, the Airfield Operations Duty Officer will also reroute any air traffic that may create a hazard in the area.

c. The emergency response routes, once cleared through Airfield Operations, will be the most direct route from the response site to the emergency scene.

d. The Provost Marshal's Office will ensure close coordination is conducted with ARFF, Fire Division, EOD, or any other responding unit.

4003. ACCESS CONTROL DURING FORCE PROTECTION CONDITIONS. Refer to reference (i) for elaboration of measures used to enhance security.

4004. FLIGHT LINE ACCESS CRITERIA

1. Active/Reserve/Civilian Employee personnel. Active/ reserve military personnel are required to use a valid Geneva Conventions Identification Card and civilian personnel stationed aboard this installation are required to use a valid Flight line Access Card when entering the flight line through an automated turnstile or motorized vehicle gate or present this card upon demand of a posted sentry for access (Enclosure 2).

2. Visitors. Visitors here on other-than-official government business will not be issued a flight line access card and must be escorted onto the flight line by their sponsor by using their sponsor's flight line access card while being escorted through the automated entry point. The sponsor is responsible for the actions and safety of their visitor. Flight line visitor control procedures have been established to protect against pilferage, espionage, and sabotage. The Automated Entry Control System (AECS) and/or Military Police accomplish screening, identification, and control at all flight line entry points. All persons are forbidden to enter established restricted areas, inactive and/or secured buildings or gates unless their official duties require such entry. All restricted areas shall include procedures for conducting administrative inspections of persons and vehicles entering and leaving such areas. The purpose is to detect/prevent the

introduction of prohibited items (firearms, explosives, drugs, etc.) and to detect/prevent the unauthorized removal of government property/material. Administrative inspections shall be conducted on a random basis. All personnel will escort or meet their guests at the flight line gates unless the visitors have the proper flight line access card. It is not the responsibility of the Military Police to notify station personnel of unexpected visitors waiting at flight line entry points nor will the Military Police dispatchers unlock a turnstile or motorized vehicle gate for non-emergency situations or when the identity of an individual requesting access cannot be confirmed. Station personnel are responsible for carrying their flight line access cards at all times to avoid delays.

3. Vendors/Contractors/Technical Representatives. Such personnel are authorized access to the flight line once it is established via Airfield Operations that the request for access is valid and access is a necessity. Such personnel are required to use a valid Flight line Access Card when entering the flight line through an automated turnstile or motorized vehicle gate or present this card upon demand of a posted sentry (Enclosure (2)). Personnel entering the flight line in a other-than-government owned vehicle must have a valid Flight line Vehicle placard displayed in the windshield at all times while on the flight line. (See Enclosure (3)). Vendor access will be strictly controlled to certain gates and times and days approved by Air Operations.

4. Tours. Escorted tours or visits through selected portions of the flight line are authorized in the interest of public relations. All tours or visits will be arranged through the Public Affairs Office (PAO) and the Airfield Operations Officer/Chief. Casual visiting or sightseeing is strictly forbidden on the flight line.

4005. FLIGHT LINE ACCESS ENROLLMENT. Enrollment into the Automated Entry Control System (AECS) is the responsibility of the Provost Marshals Office.

1. Active/Reserve Military. Personnel with current orders and/or check-in sheets that annotates flight line access is required (i.e. orders stating assignment to a fixed or rotary-wing squadron, or initial block on unit check-in sheet stating requirement), may use such documents instead of submitting an application. Active/reserve military personnel that are already in

the flight line database and have received a new I.D. card, which requires scanning, are not required to resubmit applications. These individuals must simply report to Physical Security for processing. If not already assigned, Group/Squadron Commanding Officers will appoint a Security Manager that will be responsible for submitting the list of personnel from their unit that require flight line access. The Security manager will be required to submit access lists quarterly to Wing representative. Wing representative will submit a list to the Provost Marshal's Office, attn: Physical Security Section so that the database may be adjusted accordingly.

2. Temporary Active Duty (TAD)/Reserve Military Personnel. Such personnel temporarily assigned/attached to, or hosted by a fixed/rotary wing squadron will be issued pre-made flight line access cards; obtainable through the physical security section, for the duration of their visit. These cards will only be issued to their sponsor stationed aboard MCAS Miramar and not the visiting unit. The sponsor receiving the cards is responsible for accountability of the cards. Liaison will then be made with the sponsor for card issuance.

3. Civilian Employees/Contractors/Vendors. Flightline Access Applications for contractors, vendors, or any personnel other than active/reserve military personnel stationed aboard MCAS Miramar must be submitted to Airfield Operations (Attn: Operations Chief) in building 9211. Once it is approved by Airfield Operations it will be forwarded to the PMO Physical Security Section, who will then contact the applicant(s) to arrange an appointment for issuance of a flight line access card.

4. Card Validity. All flight line cards issued shall be valid for only the period of time necessary to complete the business or duration of tour aboard this station, or up to a limit of (12) months for civilian (Including DoD) applicants. This should be specified by the activity endorsing the application. Military/DoD members will be granted turnstile access only, unless authorized to have vehicular access by Air Operations. Upon expiration, passes shall be renewed following the same procedures as for initial use.

5. The sponsoring command or activity is responsible for determining if applicants for flight line cards meet the requirements of the instruction regarding eligibility and that their access to the MCAS Miramar flight line is in the best

interest of the Marine Corps. Particular attention shall be given to the reputation of the individual and the unit/firm they represent before favorably endorsing an application. Those vendors that make deliveries on the flight line must be approved through Air Operations and their entry will be restricted to certain gates on days and times implemented on them through Air operations. These vendors must provide a quarterly request through Air Operations.

6. Commanding Officers and Officers-In-Charge shall not delegate authority to endorse flight line card applications any farther than absolutely necessary for administrative efficiency. Favorable endorsement of an application indicates the sponsoring command or activity accepts a degree of responsibility for the actions of the applicant and/or their unit/firm while on MCAS Miramar.

7. The Provost Marshal will not approve for issue flight line cards to applicants if it appears their applications have been endorsed by unauthorized persons, the nature of their business is questionable, or occasions of visiting are not of sufficient frequency to warrant a flight line card.

8. Any command or activity, which has endorsed a commercial representative for a flight line card, may withdraw its endorsement at any time by notifying the Vehicle/Flight line Registration Center who shall initiate action to recover and cancel the pass.

9. Any Lost/Stolen flight line cards must be reported to the Provost Marshal's Office and the Unit Security Manager immediately, for appropriate action to take place. Refer to enclosures (5) and (6).

PHYSICAL SECURITY PLAN

CHAPTER 5

AIDS TO SECURITY

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PHYSICAL SECURITY PLAN

CHAPTER 5

AIDS TO SECURITY

5000. GENERAL. MCAS Miramar is generally flat in the west and hilly in the east. The station contains numerous environmentally protected areas primarily in the east. The station has no natural barriers. Western MCAS Miramar (Main Base) is protected by a structural perimeter barrier consisting of approximately twenty-five (25) miles of chain link fence, with three-strand barbed wire top-guard, on four sides. Eastern MCAS Miramar is protected by a structural perimeter barrier consisting of approximately fifty (50) miles of chain link fence on three sides. The fourth side is approximately twenty (20) miles of unfenced wilderness.

5001. CLEAR ZONES. The clear zones extend a minimum of thirty (30) feet on the inside and twenty (20) feet on the outside of all protective walls and fencing. The clear zone is free of all obstacles and topographical features. Vegetation will not exceed six (6) inches in height and is maintained by military or civilian staff.

1. Criteria. Per reference (a) the fencing is constructed of nine gauge steel mesh wires, chain link design, with mesh openings no greater than two inches. The fence is seven feet high with a one-foot outrigger mounting, which consists of three barbed wire strands at a forty-five degree angle facing outward. This increases the overall height to eight feet.

2. Maintenance. A Physical Security Inspection of the perimeter fence is conducted annually, unless threat conditions are increased. If a discrepancy is found a work request is submitted to Facilities Maintenance for repairs.

5002. SIGNS. There are four types of signs posted aboard the installation used to enhance the physical security postures.

1. Entry Signs. "Entry" signs are prominently posted at all primary entrances. At all other points of entry they are attached to the gates.

2. Restricted Signs. "Restricted" signs are posted at the entrances of all critical and vulnerable areas.

3. Warning Signs. "Warning" signs are posted on all fences of petroleum oil and lubricants (POL) sites.

4. Control Signs. "Control" signs are posted at all entrances manned by Military Police.

5003. GATES. Entry to and departure from this station by pedestrians and vehicles are authorized only at the following points:

<u>Gate</u>	<u>Location</u>	<u>Sentries</u>	<u>Hours</u>
Main Gate	Miramar Way	2	24 hours/7 days
North Gate	Mitscher Way	2	24 hours/7 days
West Gate	Miramar Way	1	As required/directed
Camp Elliott Gate	Kearny Villa Rd	1	As required/directed

1. Security Requirements. All gates can be closed and locked in emergency situations; (Refer to Appendix D)

2. Lock Security. All gates are locked with medium security case hardened steel padlocks and a hardened alloy steel chain. The Physical Security Section at the Provost Marshal's Office maintains the keys to these gates. Key control procedures are followed in the control of keys for all gates.

5004. PROTECTIVE LIGHTING SYSTEM

1. All vulnerable and critical areas aboard the installation are provided with protective lighting during the hours of darkness. These lights are continuous and are also equipped with back-up lighting systems. The lighting systems are sensor or manually controlled.

2. The protective lighting system is inspected by responsible commands on a daily basis, and the Physical Security section during annual inspections.

3. In the event of commercial power failure, the Public Works Department and Military Police are notified and will dispatch units to the designated area. Emergency generators or battery-powered lighting will provide illumination for the area affected by the power failure.

4. All Emergency portable systems will be provided by the Director, Facilities Management Department.

5005. INTRUSION DETECTION SYSTEM (IDS)

1. The IDS utilized aboard this installation was procured and approved in accordance with reference (a).
2. Inspection of all IDS is conducted by the Physical Security Section on a quarterly basis.
3. Alarm systems are monitored by the Provost Marshal's Office Alarm Control Center (ACC).
4. Military Police will respond to all alarms as set forth in directives published and approved by the Provost Marshal. Once Military Police arrive on the scene they will assume responsibility for apprehending any suspect(s) and/or investigation of any crime(s) that may have occurred.
5. IDS maintenance and repair is the responsibility of SPAWAR based out of Charleston Naval Ship Yard in Charleston South Carolina. The response time on a nonfatal repair is 72 hours and 24 hours for a fatal repair.
6. Entries of all alarm activations are recorded via a fileserver log file and are backed up on tape quarterly at PMO building 7117. The Physical Security Section will review all alarm log files.
7. The sensitivity settings are monitored by the respective custodial unit and maintained by the Physical Security Section.
8. Fail-safe and tamperproof provisions are provided for under the terms of the alarm contract.

5006. COMMUNICATIONS

1. There are two means of communication to be utilized in the implementation of this plan; telephones and portable radios. Communications Control is located at the Military Police Alarm Control Center (ACC) in building 7117 and controlled on a daily basis. All manned posts are equipped with either radios and/or telephones.

2. Additional portable radios and cellular telephones located in building 7117 are utilized in emergency situations.

3. The communications of each respective alarmed facility is tested quarterly.

5007. SECURITY FORCES

1. Composition:

a. Military Police/Flight line security

b. Special Reaction Team

c. Local law-enforcement agencies

d. Security Augmentation Force (SAF) (Refer to Appendix C)

2. The Operations section is under the supervised control of the Operations Officer.

3. The Military Working Dog (MWD) Team is located in building 6642. MWD provides the Military Police with specialized capabilities such as drug and explosives detection, which supplement patrol units as the need arises.

PHYSICAL SECURITY PLAN

CHAPTER 6

PHYSICAL SECURITY COUNCIL/ANTITERRORISM/FORCE PROTECTION WORKING GROUP

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PHYSICAL SECURITY PLAN

CHAPTER 6

PHYSICAL SECURITY COUNCIL/ANTITERRORISM/FORCE PROTECTION WORKING GROUP

6000. GENERAL. The purpose of this group is to identify the members and establish quarterly meetings as required per the references. The purpose of the working group is to provide a means by which the Commanding General can gain full staff involvement in program design and implementation of security/antiterrorism/force protection issues aboard MCAS Miramar.

6001. PHYSICAL SECURITY COUNCIL/ANTITERRORISM/FORCE PROTECTION WORKING GROUP. All aspects of the Physical Security posture of the Station will be discussed during Physical Security Council /Antiterrorism/Force Protection Working Group meetings. During these meetings various topics will be addressed and their philosophy, purpose, and operational procedures discussed.

6002. COMPOSITION. The Provost Marshal will coordinate the quarterly Physical Security Council/Antiterrorism/Force Protection Working Group meetings, normally held in building 7208 conference room, and announce the exact time/date of the meeting.

1. Members of the group will include the below listed members or their designated representative:

- a. Chief of Staff, MCAS, (Chairman)
- b. Assistant Chief of Staff, G-1
- c. Assistant Chief of Staff, G-3
- d. Assistant Chief of Staff, G-4
- e. Assistant Chief of Staff, G-6
- f. Assistant Chief of Staff, G-8
- g. Commanding Officer, HQHQRON
- h. A representative from 3d Marine Aircraft Wing (MAW)

- i. Assistant Chief of Staff, MCCA
- j. Staff Judge Advocate (SJA)
- k. Public Works Officer

6003. QUARTERLY MEETINGS

1. The Physical Security Council/ Antiterrorism/Force Protection Working Group will facilitate the following items:

- a. Meet quarterly or when directed by the Commanding General, MCAS Miramar.
- b. Develop and distribute the installation threat assessment and recommend those areas to be designated as vital to national security or inherently dangerous to others aboard MCAS Miramar.
- c. Evaluate the physical security plan.
- d. Evaluate the effectiveness of the current security program.
- e. Recommend priorities for the commitment of security resources.
- f. Evaluate the results of security-related inspections, surveys, and exercises to recommend corrective action(s) if needed.
- g. Review installation entry and visitor control procedures.
- h. Evaluate crime prevention/physical security programs and levy specific tasks in support of these programs upon Commanders, Officers in Charge, and/or section heads of staff agencies.
- i. Evaluate reports of large losses or thefts and recommend corrective action.
- j. Evaluate crime prevention/physical security education requirements. (Refer to Appendix E)
- k. Review existing regulations, directives, and plans to ensure that the installation can support an antiterrorism/force protection program. (Refer to Appendix A)

6004. PROPOSED AGENDA ITEMS. Proposed agenda items will be forwarded to the Provost Marshal's Office for discussion/review at the next scheduled Physical security Council/Antiterrorism/Force Protection Working Group meeting.

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CHAPTER 7

PHYSICAL SECURITY COUNCIL/ANTITERRORISM/FORCE PROTECTION
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CHAPTER 7

PHYSICAL SECURITY COUNCIL/ANTITERRORISM/FORCE PROTECTION WORKING GROUP

7000. GENERAL. The purpose of the following section is to provide guidance for the management of special threat situations involving snipers, barricaded criminals, terrorist activity, or hostages, which require special reaction/response, manpower, and training.

7001. SPECIAL THREAT SITUATIONS. Special threat situations have occurred on U.S. military installations throughout the world. When these situations are of sufficient magnitude to require resources beyond the control of the Provost Marshal, it is essential that the installation be prepared to effectively marshal and coordinate all required internal and external resources. Refer to reference (h) for further guidance.

PHYSICAL SECURITY PLAN

APPENDIX A

SECURITY AUGMENTATION FORCE (SAF)

1. Purpose. To establish a Security Augmentation Force (SAF) and provide implementing and operating instructions.

2. Background. MCO 3302.1C (Marine Corps Anti-terrorism Program) establishes policy and procedures for combating terrorism at the installation and unit level, and mandates the establishment of an augmentation force as part of a Crisis Management Force (CMF) to counter terrorist activity. There may be other requirements inherent to the station mission, or contingencies that may arise (natural disasters, etc.) which necessitate the immediate response of a force to augment permanently assigned personnel.

3. Information. The SAF will be composed of one officer, one staff noncommissioned officer (SNCO), three noncommissioned officers (NCO's), and 32 Marines in the rank of private through corporal. The officer will be assigned from within the Provost Marshal's Office (PMO) and will coordinate the training and utilization of the force. The remainder of the force will be assigned for a six-month period, October through March and April through September. The training and employment of this force will be in accordance with FMFM 7-14 (Combating Terrorism) and special training emphasis will be given to the use of deadly force. The Provost Marshal's Office training section must be given a two (2) week notice prior to the training evolution.

4. Action

a. Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON). Coordinate assignment of personnel on a fair share basis throughout the command as stated in the assignment policy for the SAF. Provide weapons and unit property as required. Maintain, in conjunction with the Provost Marshal, training records as required. Maintain a roster of SAF personnel and ensure the accuracy of the information.

b. Department Heads, Special Staff Officers and Officers in Charge (OIC). Provide a fair share of personnel as stated in the assignment policy for the SAF, and release SAF personnel for training and operations as required.

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c. Provost Marshal (PMO). Provide one officer for coordination of training and employment of the force.

5. Assignment Policy for the SAF. Assignment policy for the SAF, HQHQRON, will be made by the Commanding Officer, HQHQRON, who will provide one SNCO, three NCO's and 32 Marines, grades Private through Corporal.

a. Assignment to the SAF will be for a period of six months. Personnel relieved from this detail shall be immediately replaced by the responsible unit/section. Marines assigned to the SAF will not be: on light duty, pending disciplinary action, awaiting Permanent Change of Station Orders (PCSO), within three months of End of Active Service (EAS), assigned any additional duties (mess duty, guard duty, barracks police, etc.) or any other duty that restricts the assigned Marine's time to function as a SAF member. Furthermore, all SAF personnel will be appointed in writing.

b. Personnel assigned will have current military training in physical training, rifle/pistol range, gas chamber, etc..

c. Personnel will not be granted leave or extended liberty without permission of the OIC of the force. The OIC and SNCOIC will stagger their leave or extended liberty requirements so as to ensure one of the two is available at all times.

6. Required Bi-Annual Training. The Provost Marshals Office Training section will provide the proper training which will be conducted biannually and consist of the following:

Day #1

0700-Platoon muster at the PMO classroom with uniform and equipment.

0715-Administration time for rosters, general announcements, etc.

0800-Class: Weapons Handling Procedures.

0930-Class: Use of Force/Deadly Force.

1200-Lunch.

1300-Class: Apprehension/Detention of Prisoners.

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1400-Class: Flightline procedures and Responsibilities.

1500-Monadnock Defensive Tactics Systems (MDTS) Certification Training.

Day #2

0700-Platoon muster at the PMO classroom

0800-Class: Challenging Procedures.

0900-Class: Crowd Control.

1000-Class: Counter terrorism.

1130-Lunch.

1230-Class: Counter terrorism (Conclusion).

1330-1630-Administrative time as needed.

1330-Oleoresin Capsicum.

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APPENDIX B

BARRIER PLAN FOR GATES

1. Information. The barrier plan will be executed when the installation increases its Threat Condition to Charlie or when directed by competent authority due to an emergency or special event. An alternate (commercial) bus route will be implemented.

a. The Main gate will be the entry point for all personnel working on the Air Station. It will be open for inbound cars and passenger trucks only. The visitor lanes will be closed as well as the outbound lanes. Depending upon the threat there will be a (1) one SAW emplacement at this gate to provide protection for Marine sentries. A search area will be established at a point far enough in advance to accommodate the rejection of unauthorized vehicles so that they may be routed in an expedient manner away from the entry point. For bollard emplacement and search positions see (figure 1-1).

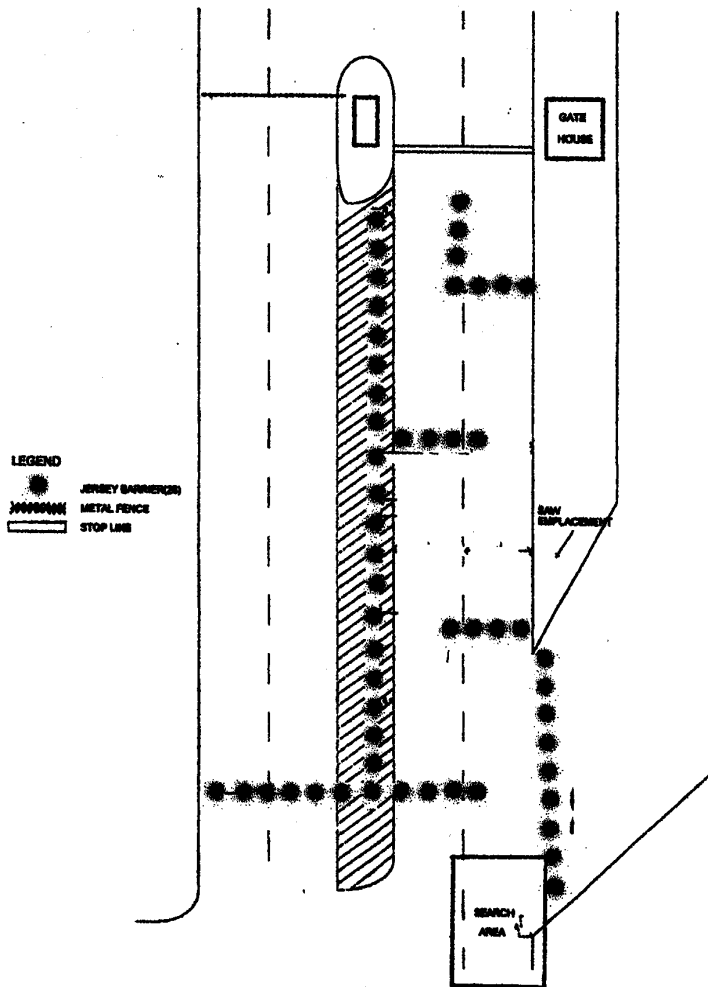
b. The North gate will be open for out bound cars and passenger trucks. The inbound fence will be closed at Miramar Road as well as the metal gate located at the gatehouse. For bollard positions see (figure 1-2).

c. The West gate will be opened to commercial vehicles only. Depending upon the threat there will be a (1) one SAW emplacement at this gate to provide protection for Marine sentries. A search area will be established at a point far enough in advance to accommodate the rejection of unauthorized vehicles so that they may be routed in an expedient manner away from the entry point. For bollard, emplacement and search positions see (figure 1-3).

d. The Camp Elliot gate will accommodate all types of vehicles. Depending upon the threat there will be a (1) one SAW emplacement at this gate to provide protection for Marine sentries. A search area will be established at a point far enough in advance to accommodate the rejection of unauthorized vehicles so that they may be routed in an expedient manner away from the entry point. For bollard emplacement and search positions see (figure 1-4).

e. The South gate will be closed.

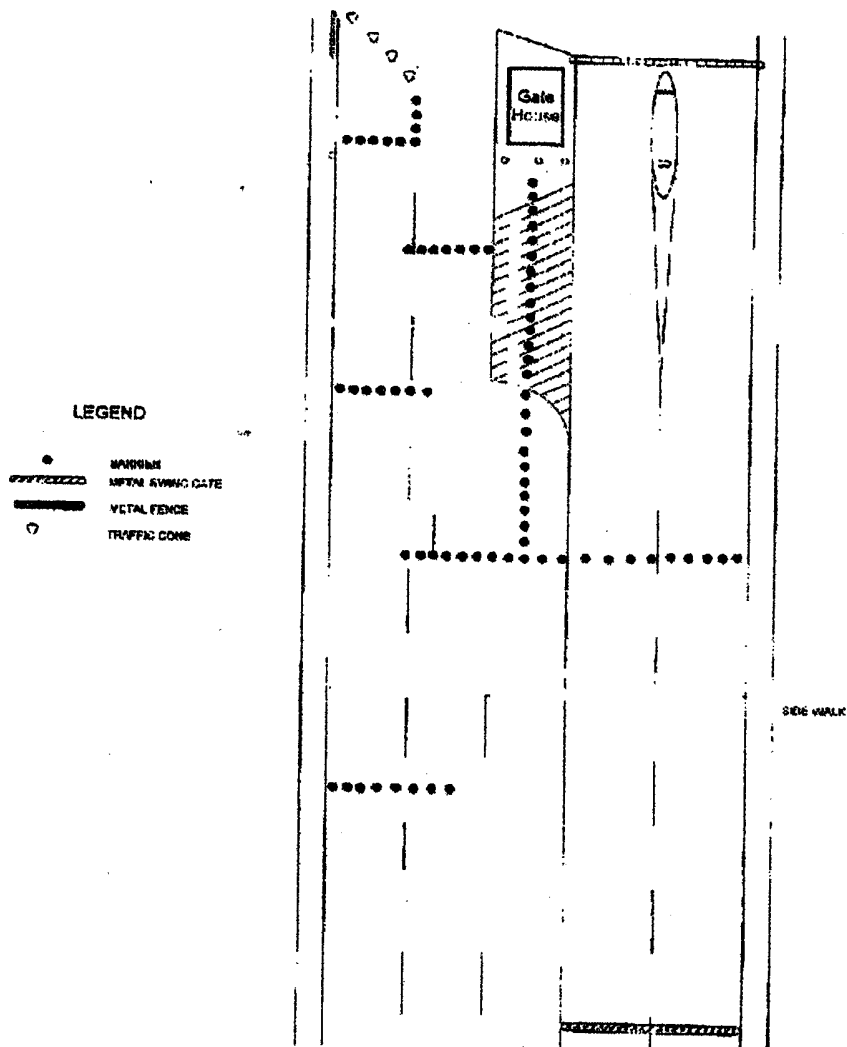
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MAIN GATE

Figure 1-1

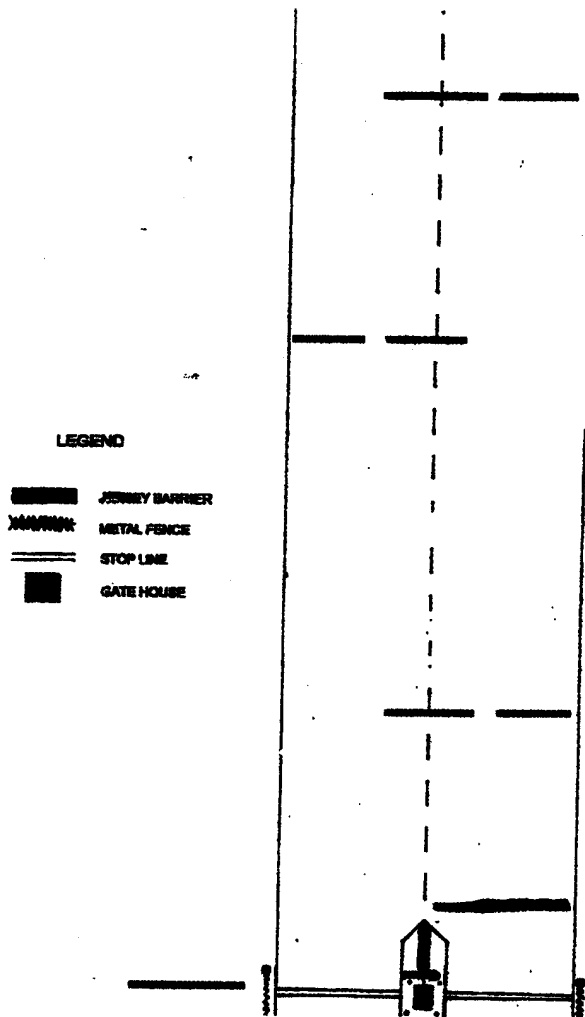
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NORTH GATE

Figure 1-2

PHYSICAL SECURITY PLAN



WEST GATE

Figure 1-3

PHYSICAL SECURITY PLAN

APPENDIX C

CRIME PREVENTION PROGRAM

1. Definitions. The following definitions apply:

a. Crime Prevention. The anticipation, recognition, and appraisal of a crime risk and the initiation of some action to remove or reduce it.

b. Crime Repression. The reduction of crimes and offenses through such measures as patrolling, physical security, and crime prevention surveys/inspections, and observations of persons and places considered crime producing.

c. Crime Survey. A formal review and analysis of existing conditions within or affecting any area, facility or activity, to include neighboring civilian environmental factors which may indicate the presence of, or potential for, criminal conduct.

d. Physical Security. That portion of crime prevention concerned with protective measures taken to safeguard personnel and to prevent unauthorized access to structures, equipment, facilities, and material.

e. Physical Security Survey. An annually programmed review of the overall physical security safeguards that is limited to specific individual activities at an installation or facility.

f. Physical Security Inspection. The evaluation for adequacy of existing physical security safeguards that is limited to specific individual activities at an installation or activity.

g. Crime Prevention Program. The continuing command program for planning, coordinating, executing, reviewing, evaluating, and updating courses of action or measures that prevent criminal acts from occurring or that minimize the opportunity or motivation to commit, conceal, or engage in criminal activities.

2. Objective. The objective of the Marine Corps Air Station Miramar Crime Prevention Program is to eliminate or reduce crime by minimizing the opportunity and/or neutralizing the inclination to commit criminal acts.

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3. Scope. As stated in OPNAVINST 5530.13B, crime prevention requires a concerted effort at all levels of command to minimize the opportunity to commit, conceal or engage in criminal acts. In order to establish an effective Crime Prevention Program a systematic approach must be developed toward identifying specific crime problems, establishing methods to combat these problems, and monitor the effectiveness of these methods.

4. Policy

a. Crime Prevention is a command responsibility.

b. Crime Prevention Programs will be established at all levels of command aboard the station. Total integration and involvement of all resources available to assist the station, and commanders/officers in charge are essential for an effective Crime Prevention Program.

c. Crime Prevention Surveys will be conducted by the Provost Marshal's Office (PMO), Crime Prevention Section. A list of sites to be inspected will be published annually.

5. Program Elements

a. An effective Crime Prevention Program consists of the following four major elements:

(1) Prevention. Directed towards precluding personnel from becoming subjects or victims of criminal activity and the elimination or reduction of conditions conducive to crime.

(2) Inspections/Surveys. Conducting inspections/surveys of specific areas on a regularly scheduled basis.

(3) Enforcement. Designed to ensure timely detection, investigation, apprehension, and prosecution of offenders.

(4) Correction. Aimed at removing offenders from the community, rehabilitating and returning them to duty, or referring them for administrative separation from the Marine Corps and correcting problems noted on inspections/surveys.

b. It is essential that a systematic approach be developed to ensure the Crime Prevention/Physical Security Program includes:

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(1) Dissemination of information that is timely and factual, such as housebreaking/burglaries, prowlers, bicycle thefts, etc.

(2) The identification and isolation of problems that are conducive to crime and peculiar to the command.

(3) Investigation and elimination of contributory causes of crime.

(4) Establishment of realistic prevention goals/and objectives and inspection program.

(5) Development of tasks that have a direct bearing on solving the problem through reduction or elimination.

6. Action

a. Commanding Officers and unit Officers in Charge will establish a Crime Prevention Program to include the following:

(1) Brief newly assigned personnel on methods to prevent theft. Briefings should include information on properly securing wall lockers and privately owned vehicles, the direct deposit program, banking facilities for depositing excess money, and the danger of leaving unsecured valuables in room/cubicle areas.

(2) Establish crime prevention program per reference (g) and this appendix.

(3) Maintain security of assigned spaces, supplies, and equipment following the guidelines set forth in this program.

(4) Use an engraver to etch identifying data on high-valued property such as televisions, radios, tape decks, bicycles, etc. This should not preclude the owner from recording the make, model, and serial numbers of the property and storing it separately. Engravers are available through normal supply channels or may be obtained from the Military Police Crime Prevention Section.

(5) Establish procedures for the Duty NCO's to tour and inspect barracks area, AA&E areas, and other areas with valuables. Report findings to the appropriate Officer of the Day or Command Duty Officer.

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(6) Designate an Officer/Staff Noncommissioned Officer in writing as the Crime Prevention Officer/SNCO to be responsible for the unit's Crime Prevention Section. The Crime Prevention Officer/SNCO will make liaison with the Military.

(7) Notify the Provost Marshal's Office, Attn.: Crime Prevention Section, of changes to unit representative by letter.

(8) Ensure that crimes are reported to the Provost Marshal's Office for investigation and/or referral to the appropriate investigative agency.

(9) Annually identify to the Provost Marshal's Office, in writing, all areas within your command, which hold AA&E materials, sensitive materials and equipment of high value.

b. The Provost Marshal's Office will support unit Crime Prevention and be responsible for the following specific procedures:

(1) Control and restrict access to the station as per current entry regulations.

(2) Provide a 15-minute response force for station intrusion detection systems alarm activations.

(3) Conduct frequent and unannounced vehicle inspections at random locations aboard the station, as directed by the Commanding General, MCAS Miramar.

(4) Notify local law enforcement agencies of stolen property and conduct pawnshop checks for stolen property.

(5) Conduct and report criminal/security investigations, physical security surveys, crime surveys, and related activities.

(6) Use selective enforcement methods in the form of saturation patrolling, unmarked cars, and special patrols for use in combating property crime aboard the station.

(7) Establish and maintain a Crime Prevention Section for the purpose of identifying areas of criminal activity and ensuring public awareness of crime prevention measures and tactics.

PHYSICAL SECURITY PLAN

c. The Crime Prevention Section will be responsible for the following:

(1) Establish and maintain a comprehensive Crime Prevention Program aboard the station.

(2) Provide assistance and support to commanders in the form of surveys and education.

(3) Maintain liaison with unit Crime Prevention representatives and provide assistance and support on matters of mutual concern.

(4) Provide lectures on crime prevention for units, clubs, and groups upon request.

(5) Review all plans for new construction or major modifications to exchanges, clubs, warehouses, armories, and ammunition storage areas.

(6) Establish, maintain, and provide crime statistics for use in identifying trends in high-incident areas against which prevention programs may be based.

(7) Assist unit Crime Prevention officers and station personnel in administering the crime prevention program.

d. The Crime Prevention Section will administer the following programs.

(1) Operation Identification. This is a program to encourage owners of high value, theft attractive, and pilferable items to identify such items and to keep a record of all property so marked. This program applies to both government and personal property. There are three principal advantages to marking such property permanently:

(a) It has been proven that thieves are reluctant to steal items that are readily identifiable. Such items are difficult to dispose of through illegal channels.

(b) Prosecution is much easier if property can be positively identified as belonging to a specific individual.

PHYSICAL SECURITY PLAN

(c) If marked controlled property is stolen, the owner's chances of recovering the controlled property are much greater. If the property cannot be positively identified, as belonging to a specific person the Military Police may not be authorized to release the property to that person.

(2) Citizen Awareness Program. The objective of this program is to educate the station community, through the station newspapers and other media, about typical local crimes, victims, and offenders.

(3) Stranger Danger/Child Beware Program. Presented to Child Development Center children ages 4-5, years, and the Teen Center juveniles, ages 6 to 13 years, by Military Police representatives. This program is designed to increase the child's awareness that strangers may represent a danger to them. Children are encouraged to report unusual incidents to their teachers and the Military Police.

(4) Crime Prevention Month. Through various media, a concerted effort is directed at increasing community awareness of the crime problems in that locality. An emphasis is placed on the need for reporting known/suspected criminal activity.

(5) Officer Friendly Program. Through this program young children are taught that police are there to help them and the community. Several subjects such as bicycle safety and drug awareness are covered. McGruff, "The Crime Dog," is an integral part of this program.

(6) Neighborhood Watch. Participation by civic-minded citizens within a neighborhood is solicited. These neighborhood representatives serve as a focal point for various problems within the area. Through their efforts, residents of the neighborhood may first be referred to these representatives who have contacts at various social agencies which can be of assistance. Programs of this type have been successful in improving neighborhood community relations and opening lines of communication.

(7) Child Identification/KID Care Program. This program helps the Military Police in the event of a mishap to accurately identify children by providing the parents with a record of pertinent information and other material, which can later be used to locate and identify a missing child.

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(8) Crime Hotline. A dedicated, well publicized crime reporting telephone number, terminating in a recording device at the installation Provost Marshal's Office. Callers are allowed to remain anonymous.

(9) Drug Abuse Resistance Education (D.A.R.E.) Program. One of the most widely used and effective drug education programs in the United States, D.A.R.E. brings drug education into the classroom of school systems. Through a 17-week course, fifth and sixth grade dependent children are taught to develop positive attitudes and behavior. Students gain self-confidence, sense of self worth, and the willpower they need to resist drugs and alcohol. The D.A.R.E. programs are managed by the Military Police.

(10) Bicycle Safety/Security Program. A program designed to decrease bicycle accidents and to reduce vulnerability to bicycle theft aboard the installation and housing areas by educating dependent children and teens on the proper and lawful operation of bicycles, security awareness education, and bicycle registration. Events like "Bicycle Rodeos" have proven very effective in raising bicycle safety awareness and improving police relations within the community.

(11) Kids In Cops Kare (K.I.C.K.) Program. The K.I.C.K. program is designed to help children who have been involved in traumatizing events and/or situations and are under the temporary care of the Military Police. Children are given a stuffed toy to help comfort them in an unfortunate situation.

BARRACKS SECURITY CRIME PREVENTION MEASURES

1. Procedures will be initiated to secure the property of Marines on leave, TAD, and field duty.
2. All valuables will be secured in a wall locker. A large percentage of all reported larcenies are unsecured valuables. Personnel should be advised that if they become a victim of a secured larceny they can initiate a claim for reimbursement. However, if there is any negligence noted on their part, or if the larceny involves U.S. or foreign currency, the claim will be disapproved. It should be stressed that all valuables will be secured in a wall locker regardless of how long one plans to be out of the area.

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3. Encourage all Marines to enroll in "Operation ID" and mark all high value pilferable items of personal property with their driver's license number and social security number. Electrical engravers are available at the Provost Marshal's Office Crime Prevention office.
4. Require that Duty NCOs and fire/security watches make frequent security checks of their assigned areas. Such duty personnel should be held strictly accountable for their assigned areas and for taking action to correct security violations such as lockers and valuables left unsecured and unattended. Duty personnel should be provided with extra locks for use in securing unattended lockers. Require each watch stander to make log book entries concerning the security of their assigned area to ensure the accountability of each watch stander.
5. Limit entrance/exit areas to only those immediately visible to the duty personnel.
6. A visitor control system will be established whereby visitors are logged in and out by duty personnel and escorted by a resident of the barracks.
7. Adequate and serviceable wall lockers will be provided for barracks residents.
8. Unit Officers and Staff Noncommissioned Officers will make frequent and unannounced security checks of barracks.
9. Encourage the use of banking facilities to reduce the number of service members in possession of large amounts of currency. The direct deposit program is helpful.
10. Conduct briefings for incoming personnel concerning theft prevention.
11. Ensure that Marines make prompt notifications of stolen property to the Military Police.
12. Appoint responsible Marines as Crime Managers for each barracks. The Provost Marshals Office may assist in providing training to designated personnel.

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13. Establish a command objective of achieving a realistic reduction in barracks theft within a specified period. Often barracks theft is a crime of opportunity. Efforts in reducing opportunity should produce a proportionate decrease in theft.

MOTOR VEHICLE SECURITY

1. Government vehicles will be secured with a locking mechanism when vehicles are parked and not attended by and assigned operator or crewmember. Exceptions to this policy are:

a. Vehicles actively employed in tactical exercises and field operations.

b. Dispatched emergency, Military Police, or guard vehicles for brief periods when response time is critical to the successful performance of the operator's or crew's duties.

c. Trailers, semi-trailers, and other non-self propelled vehicles.

d. Inoperable or unserviceable vehicles. However, vehicles must be protected from unauthorized cannibalization.

e. Vehicles without installed locking mechanisms under the continuous surveillance of a guard(s) or located in a secured structure or area.

2. Vehicles with locking mechanisms will be secured as follows:

a. Commercial-type vehicles. Activate manufacturer-installed door and ignition locking device(s).

b. Tactical vehicles. Immobilized steering wheel with a chain and padlock as specified in TB 9-2300-422-20.

c. M880 series vehicles. Activate installed door and ignition devices, immobilize steering wheel with a chain and padlock as specified in TB 9-2300-422-20. Hood and spare tire will also be secured with a locking device.

d. Other government vehicles that cannot be secured as indicated in paragraphs 1 through 3, but require locking and lack manufacturer-installed locking devices. These vehicles will be secured by using a locally fabricated system. The system used for a self-propelled vehicle should, as a minimum, immobilize the steering mechanism and preferably, the clutch and/or brake pedals.

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3. Government vehicles, when not in use, will be parked in motor pools.
4. Roving guard personnel will check their motor pools on a random basis but will perform security checks not less than once every 2 hours.
5. Accessible and easily removable components vulnerable to theft because of value (radios, optical equipment, etc.) or utility (hand tools, basic issue items, etc.) will be provided additional security. Security for those components is essential when a vehicle is unattended and not under the protection of a dedicated guard and may be provided by:
 - a. Storing in a secure structure.
 - b. Storing in a locked, enclosed truck van.
 - c. Storing in a locked equipment box or similar container secured to an open bed vehicle: e.g., in a locked ammunition or toolbox, chained to the bed of a 2 1/2-ton truck.
 - d. Securing items directly to the vehicle by a fabricated method.
6. Privately owned vehicles will not be permitted in motor pools.
7. Items that can be used to defeat security measures, such as bolt cutters, hacksaws, axes, steels rods, or bars, will not be left lying around the motor pool area. Tools of this nature will be secured in respective tool kits or other secure locations when not in actual use.
8. Use of common key (master key) operated lock sets to secure government vehicles is prohibited. Keys and locks will be strictly controlled.

HAND TOOLS, TOOL SETS, KITS AND SHOP EQUIPMENT SECURITY

1. Tool sets and kits with lockable toolboxes, when not in use, will be secured with a key-operated or tumbler-type padlock. The individual that signs for the set or kit will retain possession of the key. The supervisor may keep a duplicate key provided it is stored in a locked container with controlled access.

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2. Portable hand tools, tool sets or kits, and shop equipment, when not in use and not under surveillance of a responsible person (user, supervisor, tool room keeper, guard), will be stored in a secure location. Non-portable items are adequately secured in the building or van in which they are located provided doors and windows are closed and locked. Secure locations for portable items include:

- a. A locked building, room, or metal cage in a building.
- b. A locked, built-in cabinet, bin, or drawer in a room or building.
- c. A locked drawer or compartment of a furniture item (wall locker, desk, etc.) in a room or building.
- d. Attached to the building structure in which located with a chain or cable and padlock, or permanently fastened to a working surface; e.g., running a chain through handles of locked tool boxes and locking to a heavy pipe, or bolting light electric grinder to a workbench and penning or spot welding bolt ends.
- e. In locally fabricated lockable racks that when locked, prevent toolbox lids from being opened or keep larger tools from being removed.
- f. In a locked enclosed truck, van, or vehicle trunk.
- g. In a locked vehicle equipment box or secured either directly, or in a locked container to the vehicle itself; e.g., securing the tool box to the "eye" in the vehicle bed with a chain and padlocked through the tool box handles.
- h. A locked CONEX container.

3. Common tools and portable shop equipment not on hand receipt or sub hand receipt to a user will be controlled through a locally devised receipt, sign in/sign out log, and/or exchangeable tag (chit) system. Tool checks, metal discs that can be stamped or etched with a mechanic's identification, are available in supply channels under an NSN in the 9905 group and class.

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4. Access to tools and shop equipment will be controlled to the maximum extent feasible. If possible, access will be limited to the user(s), the individual designated as responsible for security items when not in use (tool room keeper), and supervisory or command personnel.
5. Keys and locks used to safeguard hand tools, tool sets or kits and shop equipment and the facilities in which they are stored or located will be stringently controlled. Common key (master key) lock sets will not be used to secure hand tools, tool sets or kits and shop equipment.
6. Expensive and pilferable hand tools, which have non-military application and are particularly subject to improper use, will be placed under special control within the tool room.
7. When practical, tool storage will be consolidated within a facility and a tool room keeper appointed to control issue and turn-in.
8. Tools and toolboxes will be color coded with a paint strip or mark to identify rapidly component parts or sets or kits. Tape may also be used.
9. A display identification system should be used to rapidly identify missing tools. Silhouette backdrops and plastics are two methods. For toolboxes, put a control number on them and a corresponding number at the specific storage location where they are kept when not in use.
10. Conspicuously paint shop equipment, in whole or in part, a particular color, or in a particular pattern, to discourage theft and assist in identification.
11. Permanently mark tools and shop equipment by stamping or engraving.
12. Prohibit removal of tools and shop equipment from the work area without specific written authorization.
13. Closely monitor tool losses and control pickups at the supply source to reduce opportunities for illegal diversion.

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ADMINISTRATIVE AND HOUSEKEEPING SUPPLIES AND EQUIPMENT SECURITY

1. Furniture and Mess Equipment

a. Work buildings or rooms in which these items are located will be secured when no responsible member permanently assigned to that particular activity is present. Minimum security will consist of closing and locking windows and doors.

b. Furniture located in recreation rooms or similar common areas primarily used during non-duty hours, and not normally staffed, will be protected by controlling access to these areas to the maximum extent practicable. This may be accomplished by requiring an individual who desires to use the facility to sign for the key(s) or having the duty officer or NCO, or other designated individuals, periodically check the facility.

c. Occupants of quarters will be responsible for security of government furniture located therein.

d. Mark all personal property that does not have a serial number with an identifier.

e. Provide additional protection to television sets, stereos, and other items particularly vulnerable to theft by securing the items to the building structure with a chain or cable and padlock or enclosing the items in a locally fabricated metal cage.

f. Maintain a record of the location of items within the organization. The record should provide a brief description of the items, serial numbers, unit identifiers, and rooms where the items are located.

2. Office Machines

a. Buildings, rooms, and offices in which office machines are located will be secured whenever an individual permanently assigned to the activity that occupies the room or office is not present. Security will consist of closing and locking appropriate doors and windows as a minimum.

b. When size and weight allow, small office machines (hand-held calculators, etc.) will be secured by locking in a desk or cabinet.

c. All office machines will be marked for identification.

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- d. Conduct a weekly count of all office machines.
- e. All responsible officers signed for equipment will be constantly aware of the equipment's location and status.
- f. A record of the location of items within the organizations will be maintained. The record should provide a brief description of the items, serial numbers, unit identifiers, and rooms where the items are located.

3. Expendable/Consumable Supplies

- a. At unit and office level items not issued for actual use will be centrally stored in secured cabinets, containers, rooms or buildings. Keys and access to storage facilities will be controlled.
- b. Pilferable items will be stored in, and issued from, a security area such as a cage. The Manager will designate those items subject to abuse through excessive demand.
- c. Units and departments should establish consumption "norms" to provide a basis of future comparison for a parallel period of time. Periodically review/investigate trends, substantial changes, and appreciable differences in consumption among like units or offices.
- d. Use inspections to ensure units or offices retain adequate quantities of supplies to meet short-term needs only. Excessive quantities of supplies are subject to pilferage.

CONSTRUCTION MATERIALS SECURITY

- 1. Outside storage areas for portable construction material will be surrounded by barriers and will be lighted during hours of darkness. Contractors are not bound to this requirement.
- 2. The number of points of issue for construction materials will be kept to an absolute minimum consistent with efficient operations.
- 3. Only authorized persons will be allowed in warehouses and storage areas.
- 4. Frequent checks of supplies, particularly those liable to pilferage or theft, will be made.

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5. Supplies will be issued only to authorized personnel for whom signature authorization cards are kept on file.
6. Receipts and issues of supplies will be checked carefully and accurately. Incoming shipments will be checked immediately upon receipt before placing supplies in stock. Issues delivered to workmen and outgoing shipments will be checked at the last possible moment before supplies are delivered for transportation.
7. Each work order will be reviewed to determine if the recipient has requested excessive supplies for the job to be done.
8. Spot checks will be done on completed jobs to ensure issued materials were used for intended purposes.
9. Privately owned vehicles are prohibited from entering warehouses or storage yard areas.
10. Privately owned vehicles are prohibited from parking within 50 feet of warehouses or storage yard areas to the maximum extent possible.
11. Bulk packed items will be securely crated, banded, or sealed in original configuration until needed.
12. Issue and receipt documents will be spot checked for indication of falsification (modifications, fictitious unit or activity designations, fictitious or dual-delivery receipts, or forged documents).
13. Items particularly vulnerable to pilferage or theft will be consolidated and stored in a separate locked room or container within the warehouse. These items require more intensive management and security practices. A single individual will be appointed with access and issue authority. This individual will perform frequent partial inventories and maintain an informal log of issues with information or recipients.
14. Personal packages/bags are not authorized inside warehouses or storage yard areas.
15. Pickup or transportation of government materials by privately owned vehicles is prohibited. This prohibition does not apply to contractors.

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REPAIR PARTS SECURITY

1. Unit or department repair parts stock will be stored in an area readily assessable to maintenance or supply personnel to the maximum extent practicable.
2. Portable repair parts will be secured by one of the following means:
 - a. Locked in a separate room or building.
 - b. Locked in a steel cage.
 - c. Locked in a built-in container (bin, drawer or cabinet) or a free-standing container which is large and heavy enough to be non-portable with stored parts (Desks, wall locker, conex, etc.)
 - d. Secured to the building or other permanent structure where located.
3. Non-portable repair parts will be secured by storing them in a building with doors and windows locked during the hours the facility is non-operational. When particularly heavy or bulk items are stored outside they will be protected by appropriate security measures.
4. Access to repair parts storage areas and keys protecting these items will be stringently controlled.
5. Used parts will be turned in to ensure that they are properly protected and disposed of in a manner to preclude recycling.
6. Completed work will be spot checked to make certain that new parts were installed and not switched with parts brought in from outside.
7. All units will develop system for recording the identification of the individuals who receive and use parts.
8. Particularly pilfer able type items will be segregated and secured in a separate room, building, or container with access limited to an appointed custodian.

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PETROLEUM, OILS AND LUBRICANTS (POL) SECURITY

1. When not under the surveillance of personnel authorized to dispense the products, petroleum, oils and lubricants (POL) pumps will be locked and electrical power will be turned off. Hoses to pumps will be secured to prevent loss of POL through gravity feed.
2. POL tank trucks that contain fuel, and are not under the surveillance of the operator, will be secured as follows:
 - a. Lock hatch covers.
 - b. Lock manifold access door.
 - c. Secure each manifold valve with transportation seal if a manifold access door cannot be locked.
3. Fuel pods on vehicles will be secured with padlocks when the vehicles or tanks are carrying fuel and are not under the surveillance of the operator.
4. Fuel-carrying vehicles will be parked in lighted areas, motor pools protected by locked perimeter barriers, or under guard whenever feasible.
5. Package POL products not onboard a vehicle will be safeguarded by one of the following means:
 - a. In a structure capable of being secured.
 - b. In an area protected by guards during hours the storage facility is non-operational.
6. All containers that can be used to carry fuel and hose that can be used for siphoning will be secured and not left lying around.
7. All POL point attendants will properly and legibly complete entries on appropriate issue forms. Attendants (not recipients) should complete forms, verify quantity issued by personally reading meter, and spot check recipient's signature against the signature on the Armed Forces Identification Card.
8. Seals will be placed on all points of bulk fuel tanks, tank trucks, fuel pads, storage buildings, and containers that might allow the extraction of fuel by any means. This practice is particularly important on points on which a padlock cannot be used. Broken seals provide indications of tampering.

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9. Unit or department usage will be monitored to determine if it is excessive. Periodically validate unit or activity requirements against POL point issues for indications of criminal activity. Spot-check frequency and quantities of issues to specific vehicles at POL points against vehicle mileage for indications of pilferage or illegal diversion.
10. The contents of containers where used POL products are stored will be spot checked to ensure they are used (not fresh products) and marked properly. Ensure used POL products are stored separately. Supervise loading of used products to ensure fresh stocks are not included with material being disposed.
11. All issues of fuel will be made under adequate supervision or at least spot-checked.
12. Measuring devices will be calibrated and secured when not in actual use.
13. Large POL packages, e.g., 55-gallon drums, will be handled in such a way as to preclude their use as hiding places for pilfered items.
14. Entry of privately owned vehicles into military POL dispensing points is prohibited.
15. Military Police will check commercial tanker operators for possession of a delivery order or copy of the procurement contract that authorizes them to enter the installation.
16. Bulk POL issues will be checked to ensure that the quantity issued actually arrives at the destination. Seals and locks on tanks may also be used to guard against diversion enroute.
17. Locking gas caps or anti-siphon devices will be installed on vehicles.
18. Delivery and issue documents will be reviewed for indications of falsification (modifications, fictitious or dual delivery receipts, or forged documents).

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AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT SECURITY

1. Storage of stocks will be centralized consistent with mission requirements. Stocks of audiovisual and photographic equipment, and portable high-value training aids particularly vulnerable to pilferage or theft will be stored in a secure locked container, room, or building.
2. Audiovisual, photographic equipment, and training aids in the hands of users will be secured behind at least a single barrier when not in use. An example of single barrier security is a classroom with all doors and windows locked.
3. Access to items and all keys and locking devices used to safeguard them will be controlled.
4. Additional measures necessary to ensure the responsible commander will determine the security of particular types of items based on their value and vulnerability to theft.
5. All items will be permanently marked with a unit identifier, particularly if they are not serially numbered. A record of item description, serial numbers, markings, and locations will be maintained.
6. If items are procured with non-military markings and coloration, and similar items are available on the commercial market, conspicuously mark them with a unit identifier.
7. A responsible individual will sign for all item(s) and will be constantly aware of their location and status.
8. All items will be stored in the same location whenever they are not being used to facilitate quick spot checks for their presence. Labeling shelves, racks or areas where items are stored with their description, quantity, and serial number(s) or permanent marking(s) also serves to identify any missing items. A 3" by 5" card for each item giving similar information, and the name and unit of the individual signed for the item or a copy of the receipt itself can then be placed near or in the vacant spot remaining to "close the loop" and account for its absence.

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COMMUNICATIONS/ELECTRONICS: TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT SECURITY

1. These items will be provided with double-barrier protection when not in use. Double-barrier protection will consist of:
 - a. Storing item(s) in a locked room, steel cage, or container (drawer, cabinet, enclosed bin) located in a secure building.
 - b. Permanently fastening item(s) to a workbench within, or to the internal structure of a secure building.
 - c. Mounting or storing item(s) in a locked enclosed truck, van, trailer, or other vehicle parked in a motor pool.
 - d. Mounting component item(s) in an open bed vehicle, or storing them in a locked non-secured structure or large container (unserviceable container express (CONEX)), and providing continual surveillance by duty and/or guard personnel.
2. These items will not be stored loose in parked aircraft. Installed communications/avionics equipment will be secured with the aircraft as provided above.
3. Access will be limited to this type of equipment to users and supervisory personnel.
4. Items small enough to conceal when carried on the person will be stored separately from other items of equipment and supply.
5. Small portable items not permanently signed to the user on a hand receipt/sub hand receipt, or those for common use when issued, will be controlled by means of a locally devised temporary receipt sign in/sign out log or exchangeable tag (chit) system.
6. Keys and locks to storage facilities will be stringently controlled.

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USE AND CONTROL OF PROTECTIVE SEALS

1. Purpose of Seal. The purpose of a seal is to show whether the integrity of a storage facility, vehicle, rail shipment, or container has been compromised. A plain seal is not a lock, although combination items referred to as "seal locks" are available. The whole purpose of a seal, no matter how well constructed, is defeated if strict accountability and disciplined application is not maintained.

2. Seal construction specifications should include:

a. Durability. Seals should be strong enough to prevent accidental breakage during normal use.

b. Design. Seals should be sufficiently complex to make unauthorized manufacture of a replacement seal difficult.

c. Tamper Proof. Seals should readily provide visible evidence of tampering, and be constructed in a way that makes simulated locking difficult once the seal has been broken.

d. Individually Identifiable. Seals should have embossed serial numbers, and owner identification.

3. Seals not issued for actual use should always be secured in a locked metal container with controlled access. Preferably only seal custodians, and alternates and perhaps a supervisor or commander should have access.

4. Accounting for Seals:

a. Seal custodians will maintain seal logbooks, preferably in hard cover with no loose pages.

b. When seals are issued to a using office, unit or activity custodian, the date of issue, name of recipient, and serial numbers will be logged.

c. Issue of a seal for actual use by a custodian will reflect seal number, date and time applied, identification of items to which applied (and location on items if other than main door(s)), and the name of the person applying the seal. For outbound loaded trailers, rail cars, and container shipments, the appropriate trailer, rail car or container number, and load destination will be noted.

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5. Application of Seals:

- a. All doors and openings will be sealed, not merely the main one.
 - b. Seal strap will be run through the hasp only once. Seals wrapped around several times become illegible.
 - c. Listen for "click" when inserting point of seal into sheath.
 - d. To ensure positive closure, tug down on strap and twist the point section inserted into the locking mechanism.
6. Units and departments using seals will develop detailed procedures for checking seals and actions to be taken for breaking a seal, and when a broken or suspect seal is found.
7. All shipping documents will reflect seal number(s). All seals will be verified with seal log, shipping documents, or other appropriate documents before removal and disposal. Seals should be deformed sufficiently upon removal so that they cannot be used to simulate a good seal. Once deformed they may be disposed of in normal trash.
8. Colors of seals procured should be changed periodically as an additional physical security measure.

KEYS, LOCKS AND CHAINS

1. Key Custodian. A key custodian will be appointed in writing to issue and receive keys, and maintain accountability for office, unit, or activity keys. The key custodian will also ensure that individuals are designated to issue, receive, and account for keys in the absence of the key custodian and that they clearly understand key control procedures.
2. Key Control Register. Keys will be signed out to authorized personnel on a key control register. The key control register will, as a minimum, contain identification number of the key, date and hour of issuance, name of recipient, signature of recipient, initials of individual issuing the key, date and hour of return, and initials of individual receiving the returned key. When not in use, the key control register will be kept in a locked container with access controlled.

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3. Key Depository

a. A lockable container such as a safe, filing cabinet, or a key depository made out of, as least 26-gauge steel, equipped with a tumbler-locking device and permanently affixed to a wall, will be used to secure keys.

b. Only necessary primary keys will be maintained in the depository for ease of accountability. Duplicate keys will be stored in a separate locked container.

c. The key depository will be kept locked except to issue or return a key and to conduct inventories.

d. The key depository will be located in a room where it is kept under surveillance around-the-clock or in a room that can be locked during non-duty hours.

4. Locks. U.S. government key-operated or tumbler-type padlocks will be used to safeguard unclassified, non-sensitive supplies and equipment if a lock is required. The following padlocks are recommended (selection should be based on value of items protected, mission essentially, and vulnerability to criminal attack):

a. Padlock, low security, key (without chain).

b. Padlock, medium security, key.

c. Master key (common key) padlock sets will be used.

d. Padlocks in use offering a comparable level of security should not be changed solely to conform with this Order. Padlocks not in use will be secured in a locked container along with their keys. Access to the container will be controlled.

5. Key and Lock Accountability

a. Keys to locks used to protect property in an office, unit, or activity will be checked at the end of each duty day. Differences between on-hand keys and the key control register will be reconciled. Keys may be issued for personal retention if daily turn-in clearly jeopardizes mission readiness or seriously impedes operational efficiencies. Personally retained keys will be inventoried on a "show basis" no less than monthly.

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b. Padlocks and their keys will be inventoried by serial number no less than semiannually. Inventories will be conducted on a "show basis" only.

c. Padlocks will be rotated at least once annually. Rotation of existing locks and keys should be centralized and controlled by the key custodian.

d. When a key to a padlock is determined missing the padlock will be replaced immediately.

6. Chains. When a chain is required for security of unclassified, non sensitive equipment, and supplies, it can be obtained through the supply section.

MARKING OF PROPERTY

1. Purpose of Marking. If properly done, marking of individual items of property serves three purposes:

a. It acts as a deterrent to the theft or pilferage of items.

b. It makes disposing of the property more difficult for the thief or pilferer (at pawnshops, for resale) since markings are not easily removed.

c. It increases the chances for successful recovery of the property and prosecution of the criminal perpetrator. Good markings allow Military Police or investigators to prove a loss to the government, track a specific item, and "build a case" against the thief or pilferer.

2. Determining Whether to Mark Items. This decision ultimately rests with the unit Commander or department heads since marking is not required. In making this judgment, the Commander should conduct a vulnerability analysis and consider the cost associated with the marking effort. Marking should be considered particularly for items procured for military use from civilian manufacturers without modification in appearance, and also available on the commercial market (same coloration, configuration).

3. Developing a Marking System. Marking is worthwhile only if it identifies a specific item as belonging to a particular organization. In the case of non-consumable items, marking makes a particular item unique as compared to other like items in the

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organization. Commanders and supervisors will determine the specific marking system that meets the needs of their organization. As a general rule, the marking system adopted should:

a. Begin with "US" or "USMC" to identify the item (to local pawn brokers and other potential buyers) as Marine Corps property.

b. Have a unit identifier. This identifier may be an abbreviation of the office, unit or activity designation, a unit identification code, a code keyed to hand receipt or hand receipt like numbers, or any other combination of characters, letters, numerals, or symbols distinctive for the using organization.

c. Include as the last item in the code a sequential number or letter that identifies the specific item from like items in the using organization. This procedure is necessary only when more than one item of a type exists in an organization and no serial numbers exist to distinguish between items.

4. Location of Marking on Items. Large, distinct markings serve the purpose of deterrence and are appropriate for items such as shop equipment where appearance is not important. Similar markings may be more desirable beneath desks for esthetic reasons. For high value items such as televisions and stereos a engraved plate attached to the front with a strong bonding cement may act as a deterrent and not detract from the appearance of the item.

5. Ways of Marking Items

a. Applying Decals. "Property of United States Government" decals are available through GSA, and are primarily intended for office furniture and equipment.

b. Painting Markings on Larger Items. Stencils are available through GSA under "Stencil Set, Marking," and are intended for office furniture and equipment.

c. Scratching or Scoring Markings on Metal Items. A diamond tip marking instrument similar to a pencil can be obtained through GSA under "etching."

d. Etching or Stamping Metal Items. The two etching machines available through supply channels are the vibrator type and electric arc.

e. Always use a laundry-marking pen on textile items.

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6. Recording Marked Items. Records of marked items including brief item description, serial number and name of individuals should be retained on file. These files should be kept at a location separate from marked items if possible. The files should be in a secure container with restricted access. Information should be made available to law enforcement personnel as soon as an item is missing or lost.

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